

FINANCE DEPARTMENT SUMMARY

The Finance Department (formerly Administration) monitors and coordinates financial resources and supplies for all departments. The Controller's Division directs general accounting and payroll activity; Purchasing ensures the economical purchase of supplies and services and oversees the central stores; Treasury is the central collection and distribution agency for City funds and handles fund investment for maximum yield; Retirement and Insurance coordinates the retirement systems, life insurance program, health insurance programs, and the deferred compensation program. Starting in 1987, the Budget and Management Division and City Clerk's Office were reorganized under the Finance Department.

Budget Highlights

The adopted 1987 budget reflects an increase of \$110,743 (5.3%) from the 1986 budget.

- Personnel costs account for 70% of the Finance budget.
- The number of positions remains the same (73 full-time and 1 part-time). The Director of Finance position is funded and one Accountant III position is eliminated. One-half the cost of another Accountant II is charged to the Worker's Compensation fund to properly account for time allocation commitments.
- County Data Processing charges have increased \$56,648 (18%) from \$316,707 in 1986 to \$373,355 in 1987.
- Travel and training expense was reduced from \$10,475 to \$3,900.
- Office supplies decreased \$4,185 (4%).
- A computer terminal and microfilm reader/printer at a cost of \$8,500 (funded from nontax revenues) is budgeted in the City Clerk's Office to improve the processing of special assessments.

<u>Budget Summary</u>		
	<u>1986</u>	<u>1987</u>
Personal Services	\$1,461,851	\$1,529,290
Contractual Services	495,062	546,355
Commodities	117,039	108,560
Capital Outlay	<u>10,670</u>	<u>11,160</u>
Total	<u>\$2,084,622</u>	<u>\$2,195,365</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: DIRECTOR'S OFFICE

ACTIVITY NO.: 110-40-700-50000

	<u>1985</u> <u>ACTUAL</u>	<u>1986</u> <u>BUDGET</u>	<u>1987</u> <u>ADOPTED</u>
<u>PERSONAL SERVICES</u>			
110 Salaries & Wages	\$ 51,057	\$ --	\$ 60,665
121 Employee Benefits			
TOTAL PERSONAL SERVICES	\$ 51,057	\$ --	\$ 60,665
<u>CONTRACTUAL SERVICES</u>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	2,052	2,154	2,155
230 Transportation Out-of-city	34	1,000	1,000
231 Transportation In-city	1,458	2,400	2,400
240 Advertising			
250 Insurance			
260 Dues and Subscriptions	240	350	--
270 Professional Services	100	--	--
291 Office Automation			
292 Data Processing	604	--	--
293 Central Maintenance			
294 Motor Pool Charges	3	--	--
295 Other Contractual Services	58	--	--
TOTAL CONTRACTUAL SERVICES	\$ 4,549	\$ 5,904	\$ 5,555
<u>COMMODITIES</u>			
310 Office Supplies	\$ 1,082	\$ 1,350	\$ 1,200
320 Clothing and Linen			
330 Food, Drugs and Chemicals	154	200	--
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	--	100	100
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 1,236	\$ 1,650	\$ 1,300
<u>CAPITAL OUTLAY</u>			
420 Buildings			
440 Office Equipment			
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ --	\$ --	\$ --
<u>OTHER</u>			
TOTAL OTHER	\$ --	\$ --	\$ --
<u>TOTAL</u>	<u>\$ 56,842</u>	<u>\$ 7,554</u>	<u>\$ 67,520</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: DIRECTOR'S OFFICE

ACTIVITY NO.: 110-40-700-50000

The year 1987 will mark the first full year that the City will have its new Director of Finance. The Director's responsibilities are to provide fiscal support programs and direction for all City departments, monitor all Federal, State and Local financial budgets and to render advice and services as requested by the City Manager and City Commission. Duties of the Director include: coordination of all accounting, auditing, bookkeeping, office automation/data processing, billing and purchasing activities for the City. Additionally, the Director is charged with the task of coordinating and supervising the preparation of the City's budget, retirement systems, and risk management systems. Also included under the Director's responsibilities are the Budget and Management Division and the City Clerk's office.

<u>POSITION TITLE</u>	<u>POSITIONS</u>		<u>1987</u>	<u>1987</u>
	<u>1986</u>	<u>1987</u>	<u>EMPLOYMENT</u>	<u>ADOPTED</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>RANGE</u>	
Director of Finance	0	1	E-4	\$ 52,000
	—	—		—
Subtotal	<u>0</u>	<u>1</u>		\$ 52,000
ADD:				
One Day Pay Encumbrance				200
Amount charged from Contracts				
Administration (CDBG) (1/2 Secretary)				8,465
				—
TOTAL				<u>\$ 60,665</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: BUDGET AND MANAGEMENT

ACTIVITY NO.: 110-40-060-50000

	1985 <u>ACTUAL</u>	1986 <u>BUDGET</u>	1987 <u>ADOPTED</u>
<u>PERSONAL SERVICES</u>			
110 Salaries & Wages	\$ 193,404	\$ 205,479	\$ 213,875
121 Employee Benefits			
TOTAL PERSONAL SERVICES	\$ 193,404	\$ 205,479	\$ 213,875
<u>CONTRACTUAL SERVICES</u>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	4,983	4,834	4,835
230 Transportation Out-of-city	715	1,400	--
231 Transportation In-city			
240 Advertising	752	--	--
250 Insurance			
260 Dues and Subscriptions	413	730	400
270 Professional Services			
291 Office Automation	8,195	9,900	9,900
292 Data Processing	1,813	3,371	3,485
293 Central Maintenance			
294 Motor Pool Charges	158	390	200
295 Other Contractual Services	58	940	500
TOTAL CONTRACTUAL SERVICES	\$ 17,087	\$ 21,565	\$ 19,320
<u>COMMODITIES</u>			
310 Office Supplies	\$ 8,282	\$ 10,587	\$ 9,000
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	--	70	100
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 8,282	\$ 10,657	\$ 9,100
<u>CAPITAL OUTLAY</u>			
420 Buildings	\$	\$	\$
440 Office Equipment	2,180	400	500
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 2,180	\$ 400	\$ 500
<u>OTHER</u>			
TOTAL OTHER	\$ --	\$ --	\$ --
<u>TOTAL</u>	<u>\$ 220,953</u>	<u>\$ 238,101</u>	<u>\$ 242,795</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: BUDGET AND MANAGEMENT

ACTIVITY NO.: 110-40-060-50000

The Budget and Management Division supervises the development and administration of the annual operating budget. This division also advises the City Manager and the Director of Finance on budget and associated financial matters. The major activity of this division is developing the budget between February and August. This includes responsibility for developing all preliminary information for both the governing body and City staff; for instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document. Other duties include the daily administration of the operating, and CIP budgets, which entails reviewing personnel requisitions, capital outlay requests, budget transfers and financial studies for conformance to City policies. The Budget Office also prepares the City organization chart. Starting in 1987, the Budget and Management Division was placed under the Department of Finance.

Data Processing and Office Automation support are also part of this division. (For more information, see Internal Service Funds.)

POSITION TITLE	POSITIONS		1987	1987 ADOPTED
	1986 BUDGET	1987 BUDGET	EMPLOYMENT RANGE	
Research and Budget Officer	1	1	E-8	\$ 45,448
Budget Coordinator	1	1	631	34,821
Administrative Analyst	2	2	629	64,101
Budget Analyst II	2	2	626	46,374
Administrative Secretary I	1	1	620	20,688
Subtotal	<u>7</u>	<u>7</u>		\$ 211,432
ADD: Longevity				1,627
One Day Pay Encumbrance				816
TOTAL				<u>\$ 213,875</u>

CAPITAL OUTLAY

1 - Chair - \$260
 1 - Calculator - 240
 TOTAL \$500

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND:	GENERAL	ACTIVITY NO.: 110-40-090-50000
DEPARTMENT:	FINANCE	
DIVISION:	CITY CLERK	

	1985 <u>ACTUAL</u>	1986 <u>BUDGET</u>	1987 <u>ADOPTED</u>
<u>PERSONAL SERVICES</u>			
110 Salaries & Wages	\$ 173,169	\$ 185,500	\$ 200,910
121 Employee Benefits			
TOTAL PERSONAL SERVICES	<u>\$ 173,169</u>	<u>\$ 185,500</u>	<u>\$ 200,910</u>
<u>CONTRACTUAL SERVICES</u>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	3,884	3,116	3,115
230 Transportation Out-of-city	--	330	200
231 Transportation In-city			
240 Advertising			
250 Insurance			
260 Dues and Subscriptions	218	198	--
270 Professional Services	17,466	9,109	12,815
291 Office Automation	13,860	15,480	15,480
292 Data Processing	403	9,454	15,480
293 Central Maintenance			
294 Motor Pool Charges			
295 Other Contractual Services	<u>8,453</u>	<u>7,348</u>	<u>8,000</u>
TOTAL CONTRACTUAL SERVICES	<u>\$ 44,284</u>	<u>\$ 45,035</u>	<u>\$ 55,090</u>
<u>COMMODITIES</u>			
310 Office Supplies	\$ 15,787	\$ 13,344	\$ 15,000
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	291	1,072	1,400
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	<u>\$ 16,078</u>	<u>\$ 14,416</u>	<u>\$ 16,400</u>
<u>CAPITAL OUTLAY</u>			
420 Buildings	\$	\$	\$
440 Office Equipment	--	9,500	8,500
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	<u>\$ --</u>	<u>\$ 9,500</u>	<u>\$ 8,500</u>
<u>OTHER</u>			
TOTAL OTHER	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>
<u>TOTAL</u>	<u>\$ 233,531</u>	<u>\$ 254,451</u>	<u>\$ 280,900</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: CITY CLERK

ACTIVITY NO.: 110-40-090-50000

The City Clerk is the ex-officio clerk of the Board of City Commissioners, the Board of Bids and Contracts and the Staff Screening and Selection Committee, and is responsible for preparing minutes of all meetings and performing such other duties as may be directed by either the Governing Body, the City Manager, or the Director of Finance. This division is also responsible for 1) administering all Special Assessment Assistance and Deferred Assessment Programs; 2) coordinating bond and note processing; 3) ordinance processing; 4) Code Book revisions; and 5) maintaining official City records. In 1987, the City Clerk's Office was placed under the Department of Finance.

POSITION TITLE	POSITIONS		1987 EMPLOYMENT RANGE	1987 ADOPTED
	1986 BUDGET	1987 BUDGET		
City Clerk	1	1	E-11	\$ 37,897
Deputy City Clerk II	1	1	629	32,050
Deputy City Clerk I	1	1	625	24,470
Administrative Aide I	1	1	620	19,755
Account Clerk II	1	1	619	17,120
Secretary	2	2	618/19	36,137
Data Control Clerk	2	2	617	31,611
	—	—		
Subtotal	<u>9</u>	<u>9</u>		\$ 199,040
ADD: Longevity				1,102
One Day Pay Encumbrance				768
TOTAL				<u>\$ 200,910</u>

CAPITAL OUTLAY

1 - CRT for County Land Records - \$4,000
 1 - Microfilm Reader/Printer - 4,500
\$8,500

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: CONTROLLER

ACTIVITY NO.: 110-40-660-50000

	1985 ACTUAL	1986 BUDGET	1987 ADOPTED
<u>PERSONAL SERVICES</u>			
110 Salaries & Wages	\$ 445,011	\$ 444,649	\$ 409,320
121 Employee Benefits			
TOTAL PERSONAL SERVICES	\$ 445,011	\$ 444,649	\$ 409,320
<u>CONTRACTUAL SERVICES</u>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	6,745	5,900	5,900
230 Transportation Out-of-city	1,049	1,200	--
231 Transportation In-city	--	250	--
240 Advertising	3,208	5,000	4,000
250 Insurance			
260 Dues and Subscriptions	1,571	3,150	1,605
270 Professional Services	53,478	56,430	59,250
291 Office Automation			
292 Data Processing	217,879	238,330	297,770
293 Central Maintenance			
294 Motor Pool Charges	66	--	--
295 Other Contractual Services	296	500	500
TOTAL CONTRACTUAL SERVICES	\$ 284,292	\$ 310,760	\$ 369,025
<u>COMMODITIES</u>			
310 Office Supplies	\$ 18,055	\$ 19,675	\$ 18,690
320 Clothing and Linen			
330 Food, Drugs and Chemicals	236	--	--
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements	250	--	--
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	513	--	650
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 19,054	\$ 19,675	\$ 19,340
<u>CAPITAL OUTLAY</u>			
420 Buildings	\$	\$	\$
440 Office Equipment	--	600	2,000
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ --	\$ 600	\$ 2,000
<u>OTHER</u>			
TOTAL OTHER	\$ --	\$ --	\$ --
<u>TOTAL</u>	<u>\$ 748,357</u>	<u>\$ 775,684</u>	<u>\$ 799,685</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: CONTROLLER

ACTIVITY NO.: 110-40-660-50 70

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, so that internal control against, waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operation.

POSITION TITLE	POSITIONS		1987 EMPLOYMENT RANGE	1987 ADOPTED
	1986 BUDGET	1987 BUDGET		
Controller	1	1	E-9	\$ 42,436
Senior Accountant	1	1	629	32,050
Accountant III	2	1	628	30,474
Accountant II	4	4	626	110,340
Accountant I	1	1	623	23,836
Account Clerk III	2	2	621	43,353
Account Clerk II	4	4	619	79,020
Secretary	1	1	618/19	19,755
Account Clerk I	1	1	617	18,046
Clerk II	1	1	615	15,826
	—	—		
Subtotal	<u>18</u>	<u>17</u>		\$ 415,136
ADD: Longevity				6,569
One Day Pay Encumbrance				1,597
LESS: 1/2 Accountant II (charged to Worker's Compensation)				(13,982)
TOTAL				<u>\$ 409,320</u>

CAPITAL OUTLAY

1 - Quietwriter Printer - \$1,600
2 - Calculators - 400
TOTAL \$2,000

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND:	GENERAL	ACTIVITY NO.: 110-40-900-50000
DEPARTMENT:	FINANCE	
DIVISION:	PURCHASING	

	1985 <u>ACTUAL</u>	1986 <u>BUDGET</u>	1987 <u>ADOPTED</u>
<u>PERSONAL SERVICES</u>			
110 Salaries & Wages	\$ 216,653	\$ 237,007	\$ 242,540
121 Employee Benefits			
TOTAL PERSONAL SERVICES	<u>\$ 216,653</u>	<u>\$ 237,007</u>	<u>\$ 242,540</u>
<u>CONTRACTUAL SERVICES</u>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	6,190	7,265	7,655
230 Transportation Out-of-city	1,188	1,100	--
231 Transportation In-city			
240 Advertising	255	1,500	1,000
250 Insurance			
260 Dues and Subscriptions	1,090	1,000	300
270 Professional Services	59	250	250
291 Office Automation	6,939	7,740	7,740
292 Data Processing	95,212	47,294	27,650
293 Central Maintenance			
294 Motor Pool Charges	192	400	190
295 Other Contractual Services	1,457	1,470	1,470
TOTAL CONTRACTUAL SERVICES	<u>\$ 112,582</u>	<u>\$ 68,019</u>	<u>\$ 46,255</u>
<u>COMMODITIES</u>			
310 Office Supplies	\$ 16,412	\$ 19,300	\$ 18,335
320 Clothing and Linen			
330 Food, Drugs and Chemicals	82	200	100
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	5,704	5,000	--
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	<u>\$ 22,198</u>	<u>\$ 24,500</u>	<u>\$ 18,435</u>
<u>CAPITAL OUTLAY</u>			
420 Buildings	\$	\$	\$
440 Office Equipment	--	170	160
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	<u>\$ --</u>	<u>\$ 170</u>	<u>\$ 160</u>
<u>OTHER</u>			
TOTAL OTHER	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>
<u>TOTAL</u>	<u>\$ 351,433</u>	<u>\$ 329,696</u>	<u>\$ 307,390</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: PURCHASING

ACTIVITY NO.: 110-40-900-50000

This division serves as the City's centralized purchasing office, allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property. Additionally, the office administers the City's safety program which entails analyzing accident data, issuing safety recommendations, handling liability claims in conjunction with the Law Department and insurance carrier, and conducting safety inspection and training. The Purchasing Division also administers the self-sustaining Stationery Stores/Duplicating/Microfilming operations. This enables departments to receive duplicating and microfilming services and office supplies as well as providing a mechanism to assess switchboard, postage, office machine maintenance, legal advertising, and vehicle registration costs to the departments. Finally, the Purchasing Division also oversees the City's Vehicle Liability and Building and Contents Insurance program and Risk Management activities.

POSITION TITLE	POSITIONS		1987 EMPLOYMENT RANGE	1987 ADOPTED
	1986 BUDGET	1987 BUDGET		
Purchasing Manager	1	1	E-9	\$ 44,853
Assistant Purchasing Manager	1	1	629	32,050
Occupational Safety Officer	1	1	629	32,050
Senior Buyer	1	1	627	28,987
Buyer	2	2	626	52,327
Secretary	3	3	618/19	52,818
Account Clerk I	1	1	617	18,046
Data Control Clerk	1	1	617	18,046
	—	—		
Subtotal	<u>11</u>	<u>11</u>		\$ 279,177
ADD: Longevity				2,393
One Day Pay Encumbrance				1,075
LESS: Amount charged to Self-insurance Fund				(40,105)
TOTAL				<u>\$ 242,540</u>

CAPITAL OUTLAY

1 - Calculator - \$160

TOTAL \$160

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: RETIREMENT AND INSURANCE

ACTIVITY NO.: 110-40-940-50000

	1985 <u>ACTUAL</u>	1986 <u>BUDGET</u>	1987 <u>ADOPTED</u>
<u>PERSONAL SERVICES</u>			
110 Salaries & Wages	\$ 70,458	\$ 75,509	\$ 79,045
121 Employee Benefits			
TOTAL PERSONAL SERVICES	\$ 70,458	\$ 75,509	\$ 79,045
<u>CONTRACTUAL SERVICES</u>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	1,476	1,540	2,035
230 Transportation Out-of-city	791	1,245	--
231 Transportation In-city			
240 Advertising			
250 Insurance	30	--	--
260 Dues and Subscriptions	224	225	240
270 Professional Services			
291 Office Automation	--	2,160	--
292 Data Processing	2,276	1,702	1,920
293 Central Maintenance			
294 Motor Pool Charges			
295 Other Contractual Services	959	959	1,460
TOTAL CONTRACTUAL SERVICES	\$ 5,756	\$ 7,831	\$ 5,655
<u>COMMODITIES</u>			
310 Office Supplies	\$ 10,162	\$ 10,200	\$ 9,690
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 10,162	\$ 10,200	\$ 9,690
<u>CAPITAL OUTLAY</u>			
420 Buildings			
440 Office Equipment			
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ --	\$ --	\$ --
<u>OTHER</u>			
TOTAL OTHER	\$ --	\$ --	\$ --
<u>TOTAL</u>	<u>\$ 86,376</u>	<u>\$ 93,540</u>	<u>\$ 94,390</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: RETIREMENT AND INSURANCE

ACTIVITY NO.: 110-40-940-50000

This division is responsible for the overall coordination and direction of the City retirement system, insurance program, and Deferred Compensation Plan of City employees. The division acts as the administrative arm for four boards -- the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board -- which establish policy and programs. The Retirement and Insurance Director also serves as a voting member of the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibility of this division are:

1. Employees' Group Life Insurance Plan
2. Employees' Group Health Insurance Plan

POSITION TITLE	POSITIONS		1987 EMPLOYMENT RANGE	1987 ADOPTED
	1986 BUDGET	1987 BUDGET		
Retirement and Insurance Director	1	1	E-11	\$ 39,592
Administrative Aide I	1	1	620	20,688
Secretary	1	1	618/19	17,835
Subtotal	<u>3</u>	<u>3</u>		\$ 78,115
ADD: Longevity				628
One Day Pay Encumbrance				302
TOTAL				<u>\$ 79,045</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND:	GENERAL	ACTIVITY NO.: 110-40-980-50000
DEPARTMENT:	FINANCE	
DIVISION:	TREASURY	

	1985 <u>ACTUAL</u>	1986 <u>BUDGET</u>	1987 <u>ADOPTED</u>
PERSONAL SERVICES			
110 Salaries & Wages	\$ 287,418	\$ 313,707	\$ 322,935
121 Employee Benefits			
TOTAL PERSONAL SERVICES	<u>\$ 287,418</u>	<u>\$ 313,707</u>	<u>\$ 322,935</u>
CONTRACTUAL SERVICES			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	5,696	5,840	5,840
230 Transportation Out-of-city	1,148	1,250	--
231 Transportation In-city	98	300	300
240 Advertising			
250 Insurance	--	2,410	1,460
260 Dues and Subscriptions	346	600	400
270 Professional Services	30	--	--
291 Office Automation			
292 Data Processing	3,423	16,556	27,050
293 Central Maintenance			
294 Motor Pool Charges	2,490	2,650	2,650
295 Other Contractual Services	7,387	6,342	7,755
TOTAL CONTRACTUAL SERVICES	<u>\$ 20,618</u>	<u>\$ 35,948</u>	<u>\$ 45,455</u>
COMMODITIES			
310 Office Supplies	\$ 32,734	\$ 33,309	\$ 31,665
320 Clothing and Linen	--	160	160
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	818	2,472	2,470
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	<u>\$ 33,552</u>	<u>\$ 35,941</u>	<u>\$ 34,295</u>
CAPITAL OUTLAY			
420 Buildings	\$	\$	\$
440 Office Equipment	144	--	--
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	<u>\$ 144</u>	<u>\$ --</u>	<u>\$ --</u>
OTHER			
TOTAL OTHER	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>
TOTAL	<u>\$ 341,732</u>	<u>\$ 385,596</u>	<u>\$ 402,685</u>

CITY OF WICHITA 1987 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: TREASURY

ACTIVITY NO.: 110-40-980-50000

The Treasury Division is responsible for the collection and distribution of the City's revenue. Within this activity the City Treasurer is responsible for projecting cash balances, supervising all cash disbursements, maintaining cash position, administering investment of all funds including idle funds, developing collection procedures and systems, administering and supervising the licensing program and administering bond and note sales and debt management. The Treasury Office administers these functions through five sections: Collection, Records, Licensing, Investments, and Bonds. The Collection section receives and processes all payments made to the City, including the collection of all parking meter monies. The Records section is responsible for the detailed work involved for bank deposits, daily cash reports, and reconciliations. The License section is responsible for license records and providing regulatory field license inspections. The Investment section is responsible for keeping records pertaining to the number of investments, dollar amount invested and the return on all investments. The Bond section is responsible for maintaining current information on bond records relative to the City's debt status as well as making bond payments to the fiscal agents.

POSITION TITLE	POSITIONS		1987	1987 ADOPTED
	1986 BUDGET	1987 BUDGET	EMPLOYMENT RANGE	
City Treasurer	1	1	E-10	\$ 40,472
Deputy City Treasurer	1	1	629	32,050
Administrative Aide III	1	1	625	26,262
Accountant I	1	1	623	23,836
Account Clerk III	1	1	621	21,677
Account Clerk II	1	1	619	17,382
Cashier II	1	1	619	17,177
Account Clerk I	3	3	617	51,741
Parking Meter Coin Collector	2	2	617	36,092
Teller	3	3	615	44,400
Teller (P.T.-50%)	1	1	615	7,537
	—	—		
Subtotal	<u>16</u>	<u>16</u>		\$ 318,626
ADD: Longevity				3,085
One Day Pay Encumbrance				1,224
TOTAL				<u>\$ 322,935</u>

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